



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# Preschool 2016-2017 Parent Handbook

**Teachers:**

**Class Room 1 : Ms Robin Deaton**

**Assistant : Ms Linda Darkis**

**Class Room 2 : Ms Angie Ridge**

**Assistant : Ms. Kay England**



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# **PRESCHOOL**

## SCHOOL SUPPLIES

1. Water Paints - Crayola or Prang
2. One Folder (2 Pocket)

### **Supplies you May Donate**

1. Paper Towels
2. Napkins
3. Wet Wipes
4. Clorox Wipes



- Please be careful buying off-brands of water color paints; most have brushes that tear up the first day, and most of them have no "color" when you paint.
- Please put child's name on each item.
- Always remember to put child's name on his or her jacket.

Open House is Mon., Wed., and Friday August 8 5:30-7:00  
Open House for Tues./ Thurs. Classes August 11 5:30-7:00

### **Ms Robin's Class**

**Monday, Wednesday, Friday**

**4&5 year old Morning 8:30 – 11:00**

**4&5 year old Afternoon 12:30 - 3:00**

**Tuesday and Thursday**

**3 year old Morning 8:30 – 11:00 (Must be 3 by August 20th)**

**3&4 year old Afternoon 12:30-3:00**

### **Ms Angie's Class**

**Monday, Wednesday, Friday**

**4&5 year old Morning 8:30 – 11:00**

**Tuesday and Thursday**

**2 1/2 & 3 year old Morning 8:30 – 11:00**

We appreciate the confidence you have placed in us by registering your child in our preschool program. We feel our teachers will give your child the best quality preschool experience. For your convenience, the fee of \$870 for the school year has been divided into monthly payments of \$87.00 (4&5), \$570 for the school year is \$57.00 (3) per month. No deduction is made for vacation or illness as long as the child is enrolled. Once a payment is made it is non-refundable. The Semester Fees will be \$35.00 for all students. The first semester fee is due upon registration and the second semester fee is due the second week of January.

### **Make checks payable to YMCA**

#### **First Day of School:**

**August (Monday, Wednesday, and Friday 4/5 year old)**

**\$87.00 per month**

**August 18 (Tuesday and Thursday 3 year old)**

**\$57.00 per month**

**\$35 Registration fee**

#### **Class Times:**

##### **Ms Robin's Class**

**4&5 year old Morning 8:30 – 11:00**

**4&5 year old Afternoon 12:30 - 3:00**

**3 year old Morning 8:30 – 11:00**

**3/4 year olds Afternoon 12:30-3:00**

##### **Ms Angie's Class**

**4&5 year old Morning 8:30 – 11:00**

**4&5 year old Afternoon 12:30 - 3:00 if needed**

**2 1/2 –3 year old Morning 9:00 – 11:00**

**Please do not bring your children more than 10 minutes prior to the beginning of class. Teachers need time to get class rooms set up before students arrive. If someone else is picking up your child you must send a note or call before the pickup time. We will not let someone else pick up your child without your permission.**

### **Questions????**

Robin Deaton 812-883-9622

Cell 812-525-9772

Email address: robin@wcfymca.org

## YMCA Preschool

1. **Payment Policy:** The payment for the 4 & 5 year old classes are \$87.00, 3 year old classes are \$57.00, 2 year old class is \$57.00. We will send an envelope and calendar home the week before payment is due.
2. **Snow Days:** We will follow the same snow schedule as the Salem Community Schools. If we do not have school we will have it announced on WHAS 11 and WAVE 3, also on Face Book.

**Snow Delay:** If the Salem Schools have a two-hour snow delay we will go on a **one-hour delay** for the morning classes.

3. **Snacks:** We have the children take turns bringing snacks. When your child's name is on the calendar it is his/her day. The number of children is on the top of the monthly calendar. You can bring: cheese and baked crackers, fruit, vegetables, etc. Please do not bring anything with nuts or peanut butter as we have children who are highly allergic. You will also need to bring something to drink: 100 per cent juice boxes or water.
4. **Birthdays:** We will schedule your child to bring snacks as close to his/her birthday as we can. If you get a calendar and his or her birthday is not on it, please let me know.
5. **Parties:** We will have parties for the holidays. We will try to put you down for the one you request on the form. We will need someone to send snacks and someone to send something to take home. We also may ask someone to bring cups and napkins for special parties.
6. **Parents to help:** We would love to have volunteers for all parties. Just let us know when it is convenient.
7. **Show and Tell:** We will have Show and Tell on your calendar throughout the year. Please do not send toys on other days.

### **8. Healthy Eating & Physical Activity:**

This program is HEPA compliant, and requires that all food and beverages served or brought to the program will be nutritious and health conscious. As a result, no sugar-added or carbonated beverages are permitted, or fried foods—even if personally provided. Water will be available to children at all times. If milk is served, it must be unflavored low-fat (one percent) or non-fat milk. Juice should be no more than 4-6 ounces served.

We also strive for light, moderate, and vigorous physical activity for 30 minutes per day, with outdoor time when possible. Screen time is limited to 30 minutes per day for our students.

We encourage fruits and/or vegetables be served at each snack in 1/2 cup or more servings, and are working towards a "family-style" approach to encourage fine and gross motor skills, in addition to portion size education and social skills for our children.

2015-2016  
Preschool Year

Early Registration.....	March 14	5:00 till 7:30
Registration.....	July 18	5:00 till 7:30
Open House 4/5 Year Olds.....	August 8	5:30 till 7
Open House 3, 3/4 Year Old.....	August 11	5:30 till 7
First Day of School M,W,F Classes.....	August 15	
First Day of School T,Thur. Classes.....	August 16	
Labor Day No School.....	September 5	
Fall Break.....	October 10-14	
Thanksgiving Break.....	November 23-25	
Winter Break.....	December 19 – January 2	
MLK Day No School.....	January 16	
Presidents Day.....	February 20	
Spring Break.....	March 27-31	
First week of Spring Break Snow Make up Days..	March 20-24	
Last Day .....	May 11-12	
Graduation.....	May 12	
3, 3/4 Program.....	May 9	

## Policies: Discipline

We recognize that as the child leaves the security of the home and enters the care of others, there will be a period of adjustment on the part of the parents, child, and the caregiver. Experience has shown that children are very adaptable and can adjust quickly to new situations if the proper guidance, self-confidence, and reassurance are given from both the parent and the teacher in a loving and caring manner.

We also recognize that the behavior patterns for a child in a home situation do not necessarily carry over into a group setting. The young child can become very frustrated at having to share attention with others. Adjusting to a new routine of activities with a new authority figure and new expectations can also be threatening to the child's sense of well-being.

It is also understood that the behavior acceptable for an individual may not be acceptable for a group of children in a classroom situation. It is a primary concern to handle this socialization process with gentleness and thoughtfulness and as individually as possible.

In the day to day activities of class, children will be disciplined in a reasonable, appropriate manner and in terms with which they can relate. Praise and encouragement for good behavior will be used instead of focusing upon the unacceptable behavior. Efforts will be made to refocus the child's attention on desirable activity rather than verbal correction for the undesirable behavior.

Attention spans and skills will be carefully considered in planning the program so the children are not expected to perform skills too difficult or frustrating for their level of maturity. Every effort is made to help the children develop a feeling of self-worth and a positive attitude toward this home away from home.

When extenuating circumstances do arise, and a child does not respond to this type of correction, and an unacceptable activity becomes a persistent pattern of behavior, other steps will need to be taken.

- 1. Talk to the child in private and explain the problem and the desired behavior needed to return to the group.**
- 2. Remove the child from the group to sit in a designated "time out" chair to think about his or her behavior and watch the children who are performing the task correctly.**
- 3. Call the parents after working hours to explain the problem and ask for their help.**
- 4. Call the parents at work.**
- 5. Dismiss the child from the program if the behavior interferes with control of the classroom.**

## Policies: Discipline *continued*

Spanking or any type of corporal punishment is not used. Neither is it acceptable to shame, humiliate, or frighten a child as a means of punishment. However, the teacher can use the voice of authority as deemed appropriate by the situation and respond with verbal firmness if necessary. Many times this is all that is necessary, but on occasion the child can be upset by such a response. The staff is aware of this and the child will be warmly received and tenderly cared for when the undesirable behavior is averted. The following is a list of classroom rules to insure that each child is treated fairly and courteously by his peers, and that the school property is used properly:

- 1. Hitting or throwing objects of any kind other than a ball game is inappropriate behavior.**
- 2. Improper language is not acceptable.**
- 3. Putting hand on another child in a threatening manner, such as pushing, grabbing from behind, hitting, wrestling, etc. will be corrected promptly, even if it is "just for fun."**
- 4. At no time will children be allowed to bring toy weapons to school, such as guns, knives, war tanks, etc.**
- 5. Shared toys may get damaged. It is better that toys be brought to school only on "Show and Tell" days.**
- 6. Chewing gum is not allowed.**

The responsibility of caring for children in the absence of the parent is regarded with utmost concern for the safety, emotional well-being, and social and intellectual development of each one. If at anytime a problem arises, a conference between the parent and the teacher should be held for a sharing of ideas.

If you feel a need for a conference with the coordinator, an appointment can be made. We will be glad to meet with you at a convenient time. The staff will try in every way to work with you in helping you and our child to have a very successful year.

## YMCA Preschool

- Things we will be learning:
  - Telephone number
  - Address
  - Parents' names and places of work
  - Birthday
  - Recognize alphabet (upper and lower case)
  - Recognize numbers one through ten
  - Count 10-20
  - Tying
  - Using scissors
  - Printing and spelling name
  - Know full name
  - Shapes
  - Colors
  - Sharing
  - Following instructions



- Learning French
  - Counting
  - Days of the week



- Learning Sign Language
  - Play words
  - Everyday words
  - Songs

- Show and Tell each month, sometimes with special themes

- The children have access to:
  - Paints, play dough, paper and paste
  - Dress up clothes and housekeeping toys
  - Books, puzzles, games

- The children will have opportunities to be involved in:
  - Water play and woodworking
  - Making choices about materials/areas to explore
  - Experimenting/Problem solving
  - Small group learning—individual learning
  - Large group (circle time)
  - Musical experiences
  - Physical activities with blocks, balls
  - Talking and expressing themselves

## YMCA Preschool

- We will have bulletin board themes each month and send home daily schedule monthly.
  - Class charts are present in class rooms to see your child's progress
  - We will be having parties for the following:
    - Halloween
    - Thanksgiving
    - Christmas
    - Valentine's Day
    - St. Patrick's Day
    - Easter
  - Parent involvement is very important for our children to have a happy and successful academic career. We will ask parents to sign up to help with parties.
  - Each child will be assigned a day to bring snacks for the class.
  - We will be taking field trips throughout the year so we will need volunteers to help.
- Please do not bring toy guns, knives, swords, or similar play things to preschool.
- Your child will be learning to name the following parts of his or her body:



- |           |             |                 |
|-----------|-------------|-----------------|
| 1. Mouth  | 11. Legs    | 21. Chin        |
| 2. Eyes   | 12. Arms    | 22. Fingernails |
| 3. Nose   | 13. Fingers | 23. Heels       |
| 4. Feet   | 14. Thumb   | 24. Elbows      |
| 5. Hair   | 15. Toes    | 25. Shoulders   |
| 6. Tongue | 16. Neck    | 26. Ankles      |
| 7. Hand   | 17. Stomach | 27. Jaw         |
| 8. Teeth  | 18. Chest   | 28. Hips        |
| 9. Ears   | 19. Back    | 29. Wrists      |
| 10. Head  | 20. Knees   | 30. Waist       |

# YMCA Preschool

## **Community Involvement:**

- Senior Citizens
- Interns
- Room Moms or Dads
- We will invite people from the community to come and help with projects and read to the children.
- We will have Volunteers present special programs.
  - Fireman
  - Nurse
  - Dental Assistant
  - Other trades

## **Spiritual Growth:**

- We will incorporate morals and values into our daily lessons.
  - Teach children to use good manners.
  - Teaching children to show respect to elders.
  - Teaching children to respect each others feelings.
- We will have a devotional each day with discussions about everyday life.
- We will learn:
  - Christian songs
  - prayers



# #PuttingYouthFirst

## The 40 Developmental Assets

The 40 Developmental Assets are concrete, common sense, positive experiences and qualities essential to raising successful young people.

### EXTERNAL ASSETS

*External assets focus on external structures,*

**SUPPORT them with your love, care and attention.**

1. Family Support
2. Positive Family Communication
3. Other Adult Relationships
4. Caring Neighborhood
5. Caring School Climate
6. Parent Involvement in Schooling

**EMPOWER them with opportunities to make differences in family & community.**

7. Community Values Youth
8. Youth as Resources
9. Service to Others
10. Safety

**Establish clear BOUNDARIES and have high EXPECTATIONS.**

11. Family Boundaries
12. School Boundaries
13. Neighborhood Boundaries
14. Adult Role Models
15. Positive Peer Influence
16. High Expectations

**Help them find activities that make CONSTRUCTIVE USE OF their TIME.**

17. Creative Activities
18. Youth Programs
19. Religious Community
20. Time at Home

### INTERNAL ASSETS

*Internal assets reflect internal values, skills, and beliefs that young people need to fully engage*

**Nurture in them a COMMITMENT TO LEARNING.**

21. Achievement Motivation
22. School Engagement
23. Homework
24. Bonding to School
25. Reading for Pleasure

**Instill POSITIVE VALUES to guide them.**

26. Caring
27. Equality and Social Justice
28. Integrity
29. Honesty
30. Responsibility
31. Restraint

**Help them develop life skills and SOCIAL COMPETENCIES.**

32. Planning and Decision Making
33. Interpersonal Competence
34. Cultural Competence
35. Resistance Skills
36. Peaceful Conflict Resolution

**Nurture, celebrate, and affirm their POSITIVE IDENTITY.**

37. Personal Power
38. Self-esteem
39. Sense of Purpose
40. Positive View of Personal Future

Youth First works to create a positive environment within our community where youth are valued, their needs come first and investments are made in their well being. With community education and outreach, as well as quality programming, we strive to provide youth with the assets they need to succeed!

In our preschool program, we strive to encourage family support and parent involvement in school. We create a caring school climate, and work to empower our children through service to others. We help to impart the importance of family, school, and neighborhood boundaries, and set high expectations for our students. We provide creative activities, encourage achievement motivation and school engagement. Children are given their first experience with homework and bonding to school. We encourage reading for pleasure, and focus intensely on instilling positive values to guide our children. Students are given the opportunity to increase their social competencies, and develop a positive identity for themselves. At the Y, we are #PuttingYouthFirst.



